



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NEW JERSEY 08625-0340

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*Governor*  
*Commander-in-Chief*

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GLENN K. RIETH  
*Major General*  
*The Adjutant General*

**DEPARTMENTAL BULLETIN NO. 7**

**30 July 2007**

**LEVEL 1 MICROSOFT OFFICE 2003 AND WINDOWS XP ONSITE TRAINING**

1. This Bulletin applies to all state employees, within the Department's Central Office, Veterans Service Offices, and Armorer Workforce for the New Jersey Department of Military and Veterans Affairs (DMAVA) regarding Level 1 training on Windows XP and Microsoft Office applications currently installed on computers residing on the Garden State Network.
2. Classes are designed to give students a proper introduction to software applications in the Microsoft Office Suite to include Microsoft Outlook or the Windows XP operating system. Each class will focus on one application and consist of 8 hours of onsite training in the Homeland Security Center of Excellence (HSCOE) located in Lawrenceville.
3. Microsoft Level 1 Courses:

**Outlook 2003 Level 1**

Overview: Provides students with the skills needed to start sending and responding to email in Microsoft Office Outlook 2003, as well as maintaining the Calendar, scheduling meetings, and working with tasks and notes.

**Word 2003 Level 1**

Overview: Students will create, edit, and enhance standard business documents using Microsoft Office Word 2003.

**Excel 2003 Level 1**

Overview: Students will use Microsoft Office Excel 2003 to manage, edit, and print data.

**PowerPoint 2003 Level 1**

Overview: Students will create effective basic PowerPoint presentations for delivery in front of an audience.

**Windows XP Level 1**

Overview: Students will learn the basic skills necessary to operate and maintain a personal computer using Windows XP Professional.

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4. Laptops will be provided to each student during the class to enhance the learning experience. Training outlines are available upon request from the DMAVA Customer Support Center at (609) 530-7177.
5. Training will be conducted twice a month starting on August 15, 2007 and continuing until June 30, 2008. Initial training dates are listed in Enclosure 1.
6. Deputy Commissioner of Veterans Affairs, Division Directors, Superintendents, and separate office managers are required to approve all requests for training. Individuals requesting training must submit a Training Request form (see Enclosure 2) at least one week in advance of the scheduled training date. Seating is limited to 15 students per course and all requests will be handled on a first-come, first-served basis. The (IT) Training request form can also be obtained in a fillable word document version on-line at [http://www.state.nj.us/military/publications/forms/DMAVA\\_IT\\_Training\\_Form.doc](http://www.state.nj.us/military/publications/forms/DMAVA_IT_Training_Form.doc)
7. Questions or inquiries concerning this bulletin should be addressed to MAJ Mike Bobinis, Information Systems Support Bureau Chief, at (609) 530-6936 or [Michael.Bobinis@njdmava.state.nj.us](mailto:Michael.Bobinis@njdmava.state.nj.us).

OFFICIAL:

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General



DAVID S. SNEDEKER  
Chief Information Officer  
Director, Information and  
Administrative Services Division

DISTRIBUTION: A, A1, E, S: VSO's (1ea), BGWCDC (5), Veteran's Haven (5), YCA (5)

2 Encls:

1. Initial DMAVA Microsoft Office and Windows XP Level 1 Training Dates
2. DMAVA Microsoft Training Request Form

### **Initial DMAVA Microsoft Office and Windows XP Level 1 Training Dates**

<b>Course</b>	<b>Date Conducted</b>
Outlook 2003 Level 1	Wednesday August 15, 2007
Windows XP Level 1	Thursday August 30, 2007
Word 2003 Level 1	Thursday September 13, 2007
Excel 2003 Level 1	Thursday September 27, 2007
PowerPoint 2003 Level 1	Thursday October 18, 2007
Outlook 2003 Level 1	Tuesday October 30, 2007
Windows XP Level 1	Tuesday November 13, 2007
Word 2003 Level 1	Tuesday November 27, 2007
Excel 2003 Level 1	Tuesday December 4, 2007
PowerPoint 2003 Level 1	Tuesday December 18, 2007

All sessions will begin at 0900

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**DMAVA MICROSOFT TRAINING REQUEST FORM**

(Please use a separate form for each date)

Requestor's Name: \_\_\_\_\_

Unit/Directorate/Section: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Course Name and Date Requested: \_\_\_\_\_

**Trainee Signature**

Once this registration is confirmed, I will notify Customer Support Center (609) 530-7177 in advance of any changes in my schedule. This notification will be followed up in writing with the reasons for the change within five days.

_____ Date	_____ Signature
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**SUPERVISOR'S APPROVAL**

I approve of this course registration request.

_____ Supervisor's Name (Please print or type)	_____ Supervisor's Signature
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\_\_\_\_\_  
Supervisor's Telephone Number

**DIRECTOR'S APPROVAL**

I approve of this course registration request.

_____ Director's Name (Please print or type)	_____ Director's Signature
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\_\_\_\_\_  
Director's Telephone Number

Return completed form to the Customer Support Center via the following methods:

Interoffice mail

Scan and e-mail to Michael.Bobinis@njdmava.state.nj.us

Fax to (609) 530-7066